



ROYAL ALEXANDRA AND ALBERT SCHOOL

JOB DESCRIPTION

Job Title:	School Nurse Part-Time
Responsible to:	Sister in Charge of the Health Centre
Accountable to:	Head of Boarding
Hours:	Shifts are made up of earlies (7am-3pm), lates (1.30-9.30pm), 9am-5pm and on call night shifts (worked from home) Term time only

The Health Centre is a 11 bedded facility that cares for the needs of pupils and staff at the Royal Alexandra and Albert School. It provides care 24 hours a day 7 days a week during term time.

We have a G.P. that that holds surgeries at the Health Centre once a week.

There is a counselling service based in the Health Centre.

Personal Qualifications

- **Knowledge/Qualifications:** Professional nursing qualification - Registered General Nurse with relevant post registration experience. Knowledge and experience of providing 1st aid and the care of children with chronic illnesses.
- **Communication:** clear, concise, timely and appropriate oral and written communication.
- **Sensitivity:** listens well and understands others' needs and perspectives
- **Self Motivation:** meets objectives on own initiative; committed to continuous self-development; willingness to attend appropriate on-going training/updating.
- **Teamwork:** flexible, co-operative, helpful; self aware; collaborates well; ability to work alone and as part of a team.
- **Organisation:** systematic; efficient; meets agreed priorities.
- **Response to change:** investigative; adaptable; prepared.
- **Technical skills:** good basic keyboard skills.
- **Physical:** able to undertake all the physical requirements of the post and use equipment, according to the health and safety guidelines.

Key Responsibilities:

1. Professional

- Adhere to 'NMC Code of professional conduct' and be conversant with the 'Scope of professional practice' and other NMC advisory papers
- Use evidence based practice to develop and maintain a high quality of nursing care to the pupils.
- Ensure that the code of confidentiality is adhered to.

2. Nursing

To provide a high standard of service within NMC guidelines to pupils, members of staff and any visitors while on site. This will include:

- Provide 1st aid and emergency care and treatment as necessary.
- Assist in carrying out child and adolescent surveillance programmes in conjunction with the rest of the nursing and medical team.
- Follow good practice and specific directives on immunisation procedures relevant to the school population and individuals.
- Operate procedures for control of infectious diseases
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs.
- Maintain treatment room stock, hygiene and tidiness.
- Provide confidential counselling and health advice service as appropriate.
- Assist in the development and writing of care plans for pupils requiring them, in liaison with pupils, parents and boarding house staff.
- Assist in the running of doctor's surgeries, including advising pupils to attend and referring to medical officer as appropriate.
- Arranging for boarders to attend any medical, dental or other health appointments as necessary.
- Assess, implement and evaluate in patient care of pupils admitted to health centre (within agreed levels of confidence)
- Maintain safe storage, usage and disposal of medical drugs and supplies.

3. Health Education

This will include:

- promoting health education throughout the school population.
- keeping up to date with current health promotion initiatives.

4. Administrative

This will include to:

- maintaining medical records accurately, confidentially and safely.
- keeping nursing records to a high standard ensuring the accurate and rapid retrieval of information.
- record dispensing of drugs following drug protocols
- maintaining general office procedures.

5. Health and Safety

This will include:

- having an involvement and awareness of health and safety issues within the school affecting staff, children or the environment.
- keeping records of all reported accidents.

6. Liaison

Internal:

- to work closely with other members of the health centre team to ensure seamless and continuous care, and with parents, academic staff, boarding staff, school office staff and all other departments as necessary

External

- school health advisors and other members of the primary health care team
- social services where appropriate
- doctors, health care staff and pharmacy as appropriate

- appointments and admission staff for consultants, orthodontics, dentists and opticians, physiotherapy etc.
- counsellors

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concern to the School's Child Protection Officer or the Head teacher.